1. **PROJECT MANAGER RESPONSIBILITIES**

Project Manager shall:

* 1. Assist the Lake County Office of Facilities Management, in coordination with KTH Architects (Architect) and Blackwater Construction Services, LLC (Contractor), with delivering Fire Station 109 (Project), located at 11630 Lakeshore Drive, Clermont Florida.
  2. Assist and advise the County Project Manager on project costs, schedule, feasibility, value engineering, project management, cost tracking, and deliverables pertaining all phases of the Project.
  3. Enforce and comply with Florida Statute 119.071, *General Exemptions From Inspection or Copying Public Records,* and any other state rules providing an exemption or designating documents as confidential in nature.
  4. Be licensed/certified and fully competent in all aspects of construction project management.
  5. Be fully competent in pre-construction services, including but not limited to:
     1. Assist County Project Manager in reviewing construction documents and drawings for accuracy.
     2. Evaluate Project logistics and provide recommendations.
     3. Attest to and document existing and pre-construction site conditions.
     4. Work collaboratively with Project stakeholders to develop and manage a site logistics plan.
     5. Participate in the development and review of the Project safety plan, provide constructability analysis, and value engineering recommendations.
     6. Assist in researching and responding to requests for information.
  6. Be fully competent in construction implementation services, including, but not limited to:
     1. Assist in implementing the overall safety awareness plan.
     2. Serve as the County’s on-site quality assurance representative.
     3. Review Project documents to gain in-depth knowledge of Project scope, drawings, and specifications.
     4. Document and communicate on-site conflicts of any magnitude to the County Project Manager.
     5. Review and manage Contractor, subcontractors, and suppliers to ensure compliance with contract drawings, schedules and specifications, applicable codes, and County standards.
     6. Review, monitor, and communicate Project schedule progress and deviations.
     7. Elevate issues to County Project Manager as appropriate.
     8. Monitor “third-party testing” activities and ensure proper coverage on-site, as required.
     9. Prepare daily reports of Contractor work activities, including summarizing daily accomplishments and comparing them against the project schedule.
     10. Track onsite personnel, equipment used, and progress.
     11. Engage project managers, designers, and engineers as needed to resolve engineering issues.
     12. Review pay applications, and project documentation for accuracy.
     13. Resolve and document on site conflicts.
  7. Be fully competent in construction closeout services, including, but not limited to:
     1. Perform quality acceptance walks and documents results.
     2. Represent the County during punch and acceptance walks.
     3. Participate in the Project reconciliation and close-out document review meetings.
     4. Assist in the directive settlement process.
     5. Assist in reviewing warranty books.
  8. Furnish all tools and equipment to complete projects timely.
  9. Understand funding requirements (if any) of projects and confirm requirements are met.

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